

MARICOPA ASSOCIATION OF GOVERNMENTS  
HUMAN SERVICES TECHNICAL COMMITTEE  
MEETING MINUTES  
JUNE 3, 2010

COMMITTEE MEMBERS

Sylvia Sheffield, City of Avondale, Chair  
+Jayson Matthews, Tempe Community  
Council, Vice Chair  
\*Kathy Berzins, City of Tempe  
+Kyle Bogdon, DES/ACYF  
Laura Guild, DES/DAAS/OCS  
Jeffery Jamison, City of Phoenix  
Tim Cole for Deanna Jonovich, City of  
Phoenix  
\*Jim Knaut, Area Agency on Aging  
Frances Delgado for Margarita Leyvas,  
Maricopa County  
\*Joyce Lopez-Powell, Valley of the Sun  
United Way  
Paul Ludwick, City of Scottsdale  
Steven MacFarlane, City of Phoenix

\*Jose Mercado for City of Phoenix  
+Joy McClain, City of Tolleson  
Carl Morgan, Town of Gilbert  
Marty Finnegan for Carol Sherer,  
DES/DDD

OTHERS PRESENT

Rachel Brito, MAG  
DeDe Gaisthea, MAG  
Rachael Gibb, MAG  
Amy St. Peter, MAG

+Those members present by  
audio/videoconferencing.

\*Those members neither present nor  
represented by proxy.

1. Call to Order

Chair Sylvia Sheffield, City of Avondale, called the meeting to order at 1:03 p.m.  
Introductions ensued.

2. Call to the Audience

An opportunity was provided for members of the public to address the Committee.  
No public comments were made.

3. Approval of April 8, 2010 HSTC Meeting Minutes

Chair Sheffield called for a motion to approve the April 8, 2010, meeting minutes.  
Paul Ludwick, City of Scottsdale, made a motion to approve the minutes. Jeffrey  
Jamison, City of Phoenix, seconded the motion. The motion passed unanimously.

4. Committee Officer Appointments

Chair Sheffield thanked Jayson Matthews, Tempe Community Council, for serving as  
Vice Chair of the Human Services Technical Committee. She noted his enthusiasm  
and dedication are inspiring and thanked him for his time and expertise. Chair  
Sheffield expressed hope for Mr. Matthews' continued involvement with the  
Committee. Mr. Mathews confirmed he would continue working with the  
Committee.

Chair Sheffield advised per new MAG policies, all Committee officers must represent member agencies and only Committee members from tribes, cities, towns or the County are eligible to serve as Chair or Vice Chair. The MAG Executive Committee stated this requirement at their Executive Committee meeting in May therefore the Committee is required to recommend a new HSTC Vice Chair. Chair Sheffield said the new Vice Chair will serve a one year term and the Chair and Vice Chair generally represent different areas of the region. Currently, Chair Sheffield represents the West Valley therefore the Committee is seeking representation from Phoenix, the County, or East Valley to serve as Vice Chair. In the past, City of Phoenix and County Committee members could serve as Vice Chair but not Chair due to responsibilities for the Social Services Block Grant (SSBG) allocations. That prohibition has been lifted as the Committee is no longer involved with SSBG allocations.

Chair Sheffield advised no letters of interest were submitted for the position of Vice Chair. She asked for input from anyone interested in submitting their name or recommending someone else. Having no input from Committee members, Chair Sheffield recommended Mr. Ludwick serve as Vice Chair of the Committee. Given the expectation for the Vice Chair to assume the Chair position after one year, Mr. Ludwick advised he has given notice of his intent to retire in May 2011 due to budget considerations. However, Mr. Ludwick said he would accept the nomination to serve a one year term as Vice Chair of HSTC. Mr. Matthews seconded Mr. Ludwick's nomination to serve as Vice Chair of the Committee. The motion passed unanimously.

5. Funding Reduction Impact Study

Chair Sheffield said the MAG FY 2011 Unified Planning Work Program approved by Regional Council includes the Funding Reduction Impact Study. In March, HSTC identified key elements to include in the study. These elements were approved by the MAG Human Services Coordinating Committee in April. Chair Sheffield introduced Rachael Gibb from the Arizona State University's Community Action Research Experience (CARE) Program. Ms. Gibb will assist with the project. Chair Sheffield invited Amy St. Peter, MAG, to address the Committee.

Ms. St. Peter thanked Ms. Gibb and offered her an opportunity to explain the CARE program. Ms. Gibb said the CARE program offers students an opportunity to work with a Community Based Organization (CBO) on projects requiring research and analysis. Ms. St. Peter said Ms. Gibb will work throughout the summer and present findings in the fall. She said Ms. Gibb has begun reviewing budgets but stressed information will only be presented on a regional scope, not by individual budgets. The intent of the study is to look at the full scope and impact of funding cuts. Ms. St. Peter advised initial discussion that lead to the study began when a former HSCC member with experience as a volunteer fire fighter reported seeing an increase in calls to the fire department due to cuts made to funding for human services programs. Ms. St. Peter said it is important to keep in mind the original reason for the study.

Ms. St. Peter presented a list of draft questions prepared by Ms. Gibb and asked for input from the Committee. She noted the role of human services varies from city to city stating the importance of ensuring everyone is interpreting the questions in the same manner and staff is able to gather data on specific areas. Mr. Matthews said the questions are an excellent start and provide an opportunity to put everyone on the same level for comparing the data. He recommended consistency on who is actually answering the questions within each respective jurisdiction noting the need to ensure respondents have an understanding of their respective budget and the overall picture.

Chair Sheffield asked if the study will identify core services provided by municipalities. She said gathering input on senior services in Avondale would require speaking with her as well as the Senior Services program manager in the Recreation department as senior meals are now considered adult leisure time. Mr. Ludwick referenced the purpose statement's goal to "...investigate whether costs have shifted..." He said staff knows where cuts have occurred, but does not have good data on their impacts to other areas such as police and fire. He suggested the most significant outcome of the study is to develop a baseline.

Ms. St. Peter asked for the Committee's perception on whether or not previous years have seen such dramatic cuts to human services, or if this is the first year such cuts are occurring. Martha Finnegan, Arizona Department of Economic Security, said previous reductions were position related, however, the department is now experiencing more dramatic cuts. Mr. Ludwick noted all cuts occurring in FY 2011/12 will involve service cuts. Chair Sheffield said City of Avondale staff is at a minimum and cannot be stretched any further. While they have not previously had to cut programs, they will be facing another round of cuts should state level shared revenue cuts occur. Other impacts relate to cuts in alternate funding sources such as the housing trust fund resulting in the inability to provide rental assistance to citizens seeking help.

Mr. Matthews suggested value in researching when the economy stabilized following the last economic downturn after the terrorist attacks of September 11<sup>th</sup>. He said budgets for 2006 through 2008 were good, but reviewing budgets five to ten years prior may indicate how low the economy has since dropped. Ms. St. Peter said the housing market peaked in June 2006, and may be a good point of reference. Chair Sheffield recommended gathering input from city finance departments. Laura Guild, Arizona Department of Economic Services, confirmed the study would take into consideration input from cities, towns and the county. Carl Morgan, Town of Gilbert, noted differences among cities such as Avondale and the Town of Gilbert, related to what entity operates the Community Action Program (CAP). He advised the Town of Gilbert does not run the CAP program, but does provide grant funding. He asked for clarification on whether or not to identify grant funding in the survey. Ms. St. Peter said question number six would identify those types of circumstances. She asked for further input on any additional changes to the survey draft.

The Committee discussed clarification of question number four. One interpretation of the question is asking what different funding sources are applicable to the human services budget, another interpretation asks how the budget is developed. Ms. St. Peter said the question is intended to better understand the process but may not be essential to the scope of the project. She noted question number two relates to funding sources therefore question number four may not be necessary. Ms. Finnegan recommended being more specific by asking what the process is for developing the Human Services budget. Ms. St. Peter noted previous recommendations for consistency on who completes the survey. She said the intent is to have the survey completed by Human Services personnel.

Committee members further recommended being more specific on the questions and identifying core service areas. Mr. Jamison recommended using the core service areas utilized in the Social Services Block Grant allocation process. Ms. St. Peter asked whether to use only those service areas for which funding was recommended or to include the full list of services. The Committee agreed on using the full list of services. Mr. Matthews noted the difficulty is determining how an agency defines human services. He said all communities define human services differently and will fund budget priorities accordingly. Additionally, some cities have programs that would not be funded by SSBG type activities while others are primarily grant driven. He noted the conversation differs from the survey being considered. Ms. St. Peter expressed concern about ensuring the survey supports the initial goal.

The Committee discussed assumptions to identify reductions in core human services through completion of the survey. Ms. St. Peter suggested there may be peripheral services being cut prior to core services. She asked for input from the Committee on whether or not peripheral cuts are occurring. She suggested a checklist of core services would be beneficial and assist in answering the survey questions. Ms. Finnegan suggested including a list of funding sources for each core service on the checklist. Mr. Ludwick recommended creating a checklist to address funding sources under question number two. Steve MacFarlane, City of Phoenix, recommended creating a second spreadsheet to track funding sources for different activities within programs. He suggested the spreadsheet would identify allocations to non profits and could be step two of the process.

Ms. St. Peter reviewed the recommended changes to include a checklist of services and funding sources. She noted Ms. Gibb has begun gathering budget information from various partner agencies. She restated the scope of the project is to identify reductions in human services funding and identify cost shifts in services. The Committee reviewed the remaining questions. Further recommendations were made to ensure responses regarding costs shifts are specific such as shifting costs to another municipal area, or to a school, etc. Ms. St. Peter advised the next steps would include revising the survey and resending to Committee members for review and comment. Following any final revisions, the survey will be sent to a list of Committees. Ms. St. Peter advised there has been discussion on whether to send the survey to Committee members and various city and town representatives. Mr.

Matthews advised a more effective approach may be to conduct targeted anonymous interviews with key people. Ms. St. Peter said Ms. Gibb has begun conducting some interviews. She said the survey will be distributed electronically and followed up through direct contact with Committee members.

6. Sustainable Communities Planning Grant Program

Chair Sheffield advised she attended a meeting on May 11, 2010, with MAG Technical Committee officers to discuss the Sustainable Communities Planning Grant Program. She invited Amy St. Peter to offer a report on recent activities and next steps.

Ms. St. Peter discussed the Sustainable Communities Planning Grant Program offered by the U.S. Department of Housing and Urban Development (HUD), in partnership with the U.S. Department of Transportation and the Environmental Protection Agency (EPA). The purpose is to integrate housing, economic development and transportation planning in order to enhance the economy, the environment and social equity. Ms. St. Peter advised \$100 million will be available nationally, \$5 million will be available to large metropolitan areas and up to \$2 million will be available for small metropolitan or rural areas.

The advance notice was made available in March but did not define key elements for the program. Ms. St. Peter advised staff is working with Technical Committee officers to determine the best strategy moving forward such as who is the best applicant, whether it be a city, the region, or the broader Sun Corridor. The Sun Corridor consists of the Maricopa Association of Governments (MAG), the Pima Association of Governments (PAG) and Central Arizona Association of Governments (CAAG). Some coordination has begun through the joint planning advisory council.

Ms. St. Peter advised staff is working with 20 potential partners who are interested in collaborating on an application for the grant program. The group is currently trying to determine the best approach for the region. The Notice of Funding Availability (NOFA) is anticipated to be released in mid-June and should further clarify requirements such as eligible applicant, region, and potential future funding.

The MAG Executive Committee has requested staff gather more information and develop possible project scenarios. As such, staff has convened two meetings with community partners. The Technical Committee Officer meeting confirmed support to develop a regional plan with information on what specifically will be achieved and the desired impact of the plan. HUD has indicated they are looking for plans that can be put into action, have a regional approach and a strong partnership that has the capacity to do what is being proposed. Ms. St. Peter referenced the Planning Inventory Form stating it is an evaluation tool geared to gather information to inform the planning process. Information is currently being gathered from PAG, CAAG, community partners, and partner cities and towns. Staff will report to the MAG Executive Committee on June 21, 2010, presenting data gathered from the planning

inventory forms. Ms. St. Peter requested the forms be completed and returned to her by June 16, 2010.

7. Transportation Ambassador Program Regional Meeting

Chair Sheffield introduced DeDe Gaisthea to provide an update on the MAG Transportation Ambassador Program Regional Meeting. Ms. Gaisthea advised the MAG Transportation Ambassador Program regional meeting will be held June 29, 2010 at the England Building in the Civic Space Park. The purpose of the Ambassador program is to provide participants with human services transportation resource information that can be shared with the community and/or clients.

Currently, more than 80 participants have registered for the meeting. Participants include nonprofit organizations, municipalities, representatives from health care facilities, faith based organizations and people from the community. Ms. Gaisthea advised the workshop format will differ from previous years due to requests from stakeholders to have more time as a full group for networking. The meeting will consist of a panel of local and national speakers presenting on trends they are seeing, initiatives, and national best practices. Ms. Gaisthea said stakeholders also requested a forum for discussion on the impact of funding reductions on human services transportation. Therefore, small group facilitated discussions will occur on topics recommended by stakeholders. Afternoon discussion will explore possible strategies to overcome the issues discussed in the morning session.

Ms. Gaisthea said the goal is to provide tools to assist participants in working through these difficult times. She invited Committee members to attend the TAP regional meeting noting there is no registration fee. Registration at the meeting will begin at 8:00 a.m. The meeting will be from 9:00 a.m. to 3:00 p.m. Ms. Gaisthea thanked the City of Phoenix for their continued support of regional coordination efforts and the Virginia G. Piper Charitable Trust for funding the Transportation Ambassador Program.

8. MAG Protocol Evaluation Project

Chair Sheffield introduced Renae Tenney, MAG, to provide an update on the MAG Protocol Evaluation Project. Ms. Tenney acknowledged the Governor's Office, Division for Women, for allocating STOP Violence Against Women grant funds to support the project. She also expressed gratitude to fourteen community partners who are collaborating on the project. The community partners include: The Arizona Coalition Against Domestic Violence; Arizona Criminal Justice Commission; City of Phoenix Family Advocacy Center; City of Phoenix Police Department; City of Phoenix Prosecutor's Office; City of Mesa Prosecutor's Office; City of Scottsdale Prosecutor's Office Victim Services Program; Town of El Mirage; Town of Buckeye; Southwest Family Advocacy Center; City of Avondale; Tolleson Police Department; and Sojourner Center.

Ms. Tenney said collaboration among law enforcement, prosecution, and victim advocates will ensure this project's success. The purpose of the project is to assess protocols used to arrest and prosecute DV offenders and will be conducted in three

phases. The first phase of the project will focus on researching and analyzing existing protocols and procedures. The second phase will involve building a framework of promising practices to draw ideas for enhancing the current procedures. The third phase will develop and distribute training and public awareness tools about any changes made to enhance protocols or procedures.

The outcome of the project will increase safety for survivors, hold abusers accountable, and produce cost savings by streamlining processes and enhancing operations. Ms. Tenney advised the next steps will be to invite the community partners to participate in a working group to implement the project. This includes key informant interviews and identification of existing data collection mechanisms related to misdemeanor arrest and prosecution. Ms. Tenney advised key informant interviews will be conducted with a geographically balanced sampling of representatives of law enforcement, prosecution, and advocacy programs.

The 14 community partners will be contacted to participate in the interview process. Interview questions will include how the protocols have been helpful, what barriers exist, and ask for suggestions on enhancing the process. The working group will also identify data indicators related to misdemeanor arrest and prosecution (such as the number of domestic violence calls, number of reports generated, number of reports filed, tracking of dispositions, number of cases dismissed, and number of convictions). Ms. Tenney welcomed Committee members to contact her with recommendations of individuals who should be interviewed or data indicators to research for the project.

9. Request for Future Agenda Items

Committee members were given an opportunity to suggest topics or issues of interest they would like to have considered for discussion at a future meeting. Chair Sheffield suggested updates on the Funding Reduction Impact Study and the Sustainable Communities Planning Grant Program.

10. Comments from the Committee

Committee members were given the opportunity to share comments or information related to community events.

Ms. Guild asked for an update regarding previous discussion about restructuring the Committee. Ms. St. Peter advised the HSCC addressed the topic at their last meeting and there was consensus among the Committee to continue without any changes at this time. Ms. St. Peter said the focus is changing per funding sources, but there is no current need to restructure the Committees. Title VI will focus on the impact of transportation projects and vulnerable populations. She confirmed the general purpose for HSTC and HSCC remain the same.

11. Adjourn

The meeting adjourned at 2:31 p.m. The next Human Services Technical Committee meeting is scheduled for July 8, 2010, at 1:00 p.m. at the MAG offices, second floor, Cholla Room.